

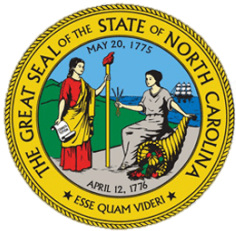
North Carolina COVID-19 Vaccine Management System (CVMS) **Provider Portal**

Step 7 - Add locations to the vaccine site locator website

User Guide

Version 12

December 17, 2021



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**



Vaccines.gov



Need help finding a vaccine in the U.S.? Call [1-800-232-0233](tel:1-800-232-0233) (TTY [888-720-7489](tel:888-720-7489))

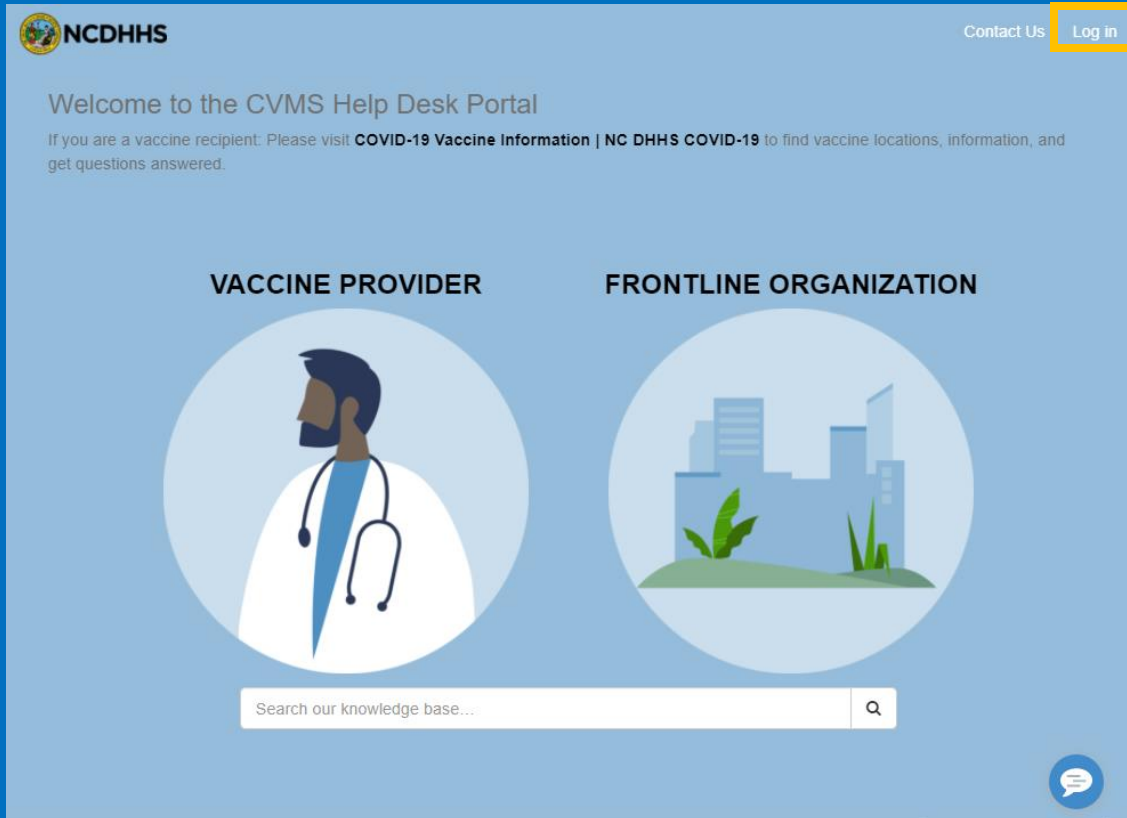


Find a COVID-19 vaccine near you

Use Vaccines.gov to find a location near you, then call or visit their website to make an appointment.

Find COVID-19 Vaccines

Powered by VaccineFinder



If you have any questions, issues or requests, please go to the CVMS Help Desk Portal* at

https://ncgov.servicenowservices.com/csm_vaccine

You can also call the NC Vaccines Help Desk at **(877) 873-6247** and select option 1.

The NC Vaccines Help Desk is available during the following hours:

Monday to Friday: 7 am – 7 pm ET

Saturday: 8 am – 4 pm ET

* On the home page of the CVMS Help Desk Portal, select **Login** at the top right-hand corner, then select the "**Vaccine Provider**" option to submit your question, issue, or request.

Providers that are first time users of the CVMS Help Desk Portal will have to follow the steps below:

1. Register for an account by clicking '**Login**' then '**Register**' on the left side of the screen
2. Populate your first name, last name, and business e-mail
3. You will receive an e-mail with your username and temporary password to log into the portal

Table of Contents

	Pages
Overview	4 – 4
Edit Location Details Displayed on the Vaccine Site Locator Website	5 – 19
Create Pop-Up Community Vaccine Event Locations	20 – 32
Appendix	33 – 38
Next Steps	36 – 36

Overview

WE CAN DO THIS | **Vaccines.gov** | Home | Find Vaccines | Español | **CDC**

Need help finding a vaccine? Call 1-800-232-0233 (TTY 888-720-7489)

← Back to Search

We found 50 Providers

Powered by VaccineFinder

Showing results for **Moderna (age 18+), Pfizer-BioNTech (age 12+) and Johnson & Johnson/Janssen (age 18+)** near **27601** within **25 miles**

Vaccine availability is subject to change. Appointments are required at most locations. Click a location with vaccine "In stock" to take the next step.

- GLENWOOD SOUTH PHARMACY + MARKET #346642**
● In Stock
0.59 miles
401 Glenwood Ave Ste 101, Ste 101
Raleigh, NC 27603
- Publix Super Markets Inc. #1652**
● In Stock
0.62 miles
417 W Peace St #100
Raleigh, NC 27603
- Person Street Pharmacy #346359**
● Out Of Stock
0.71 miles
703 N. Person St

mapbox

Boston Children's Hospital | **CDC** | **Where the world comes for answers**

Contact Us | COVID-19 Vaccine FAQ | COVID-19 Vaccine Incentives | Provider Resources

Privacy | CDC Website Exit Disclaimer | Nondiscrimination

This user guide will explain how to:

- Edit a location's information on the Vaccine Site Locator website
- Add a location to the Vaccine Site Locator website
- Remove a location from the Vaccine Site Locator website

The CDC's Vaccine Site Locator website (<https://vaccines.gov>) helps recipients find COVID-19 vaccine providers close to them.

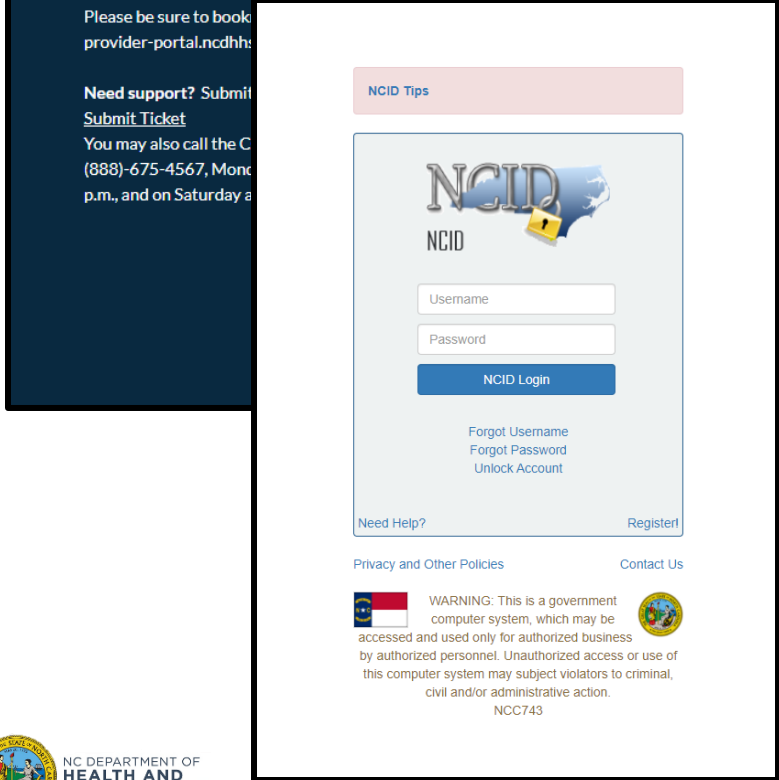
It displays COVID-19 providers' locations and their websites and/or phone numbers where eligible recipients can schedule an appointment to receive a COVID-19 vaccine.

ALL providers that are receiving COVID-19 vaccine dose allocations and are taking appointments or walk-ins should be displayed on the Vaccine Site Locator website.

The only providers that receive allocations that should not be on the Vaccine Site Locator website are providers who are only vaccinating selected recipients (e.g., long term care, correctional facilities, or primary care providers only vaccinating their own patients)

Edit Location Details Displayed on the Vaccine Site Locator Website

Step 1 of 14: Log in to the CVMS Provider Portal



This user guide is for users with the **Healthcare Location Manager profile only.**

This section outlines procedures for ensuring that permanently-enrolled locations appear on the Vaccines.gov website. A permanently-enrolled location is one which has been created through the Provider Enrollment process and approved by the state. Pop-up locations (discussed in the next section) are temporary locations that are supported by theirparent permanently-enrolled location.

1. Log into the CVMS Provider Portal at <https://covid-vaccine-provider-portal.ncdhhs.gov>
2. Enter your NCID username and password

Audience


Healthcare
Location
Manager

Step 2 of 14: Navigate to the Locations Tab

1. Click on the **LOCATIONS** tab

Audience

Healthcare
Location
Manager



NCDHHS
CVMS Provider Portal

Home

Recipient

Appointments

Locations

Bulk Registration

Vaccine Inventory

Vaccine Marketplace

Shipments

More

You are currently logged in as DoNotUse - NotRealLoc 1

Switch Locations

Recipient Check-In

You can check in a recipient by entering their appointment confirmation number into the box below

Appointment Confirmation Number

Go

No Appointment Confirmation Number?

Search Appointments

Today's Appointments

TIME	DETAILS	CASE NUMBER	LOCATION
------	---------	-------------	----------

Appointment Walk-In

You can search for eligible individuals by name, date of birth and email. Note that the system will search on exact matches only, no partial.

Step 3 of 14: Select the Specific Location

1. Click on the **LOCATION NAME** you wish to edit

Audience

Healthcare
Location
Manager

HomeRecipientsAppointmentsLocationsBulk RegistrationVaccine InventoryVaccine MarketplaceShipmentsMore

NewEnable Scheduling

Filter by Name

Filter by Address

Filter by Start Date

Filter by Closing Date

Location Name	Account	Address	Start Date	Closing Date
Pop-up vaccination site 1 - Regiontest	DoNotUse - NotRealLoc 1	123 Main St, Testcity, North Carolina 08619		
Pop-up Vaccination site 2 - DoNotUse-NotRealLoc-SS	DoNotUse - NotRealLoc 1	320 Vax Way, Vik, Iceland, North Carolina 12345 111-111-1111		
Primary Vaccination Site _ TEST1	DoNotUse - NotRealLoc 1	56, chg, North Carolina 3568900 112-233-4455		
Pop-up vaccination site 3 - TestBAPhoneNumber	DoNotUse - NotRealLoc 1	asdasd, adasdas, North Carolina 10102 969-685-7200		
Pop-up vaccination 4 - Test Gelocation R10	DoNotUse - NotRealLoc 1	1 Test Dr, Vik, Iceland, Palau 00000		

Previous

Page 1 out of 12

Next

Step 4 of 14: Edit your Location Record

1. Click **EDIT**

Audience

Healthcare
Location
Manager

HomeRecipientAppointmentsLocationsBulk RegistrationVaccine InventoryVaccine MarketplaceShipmentsMore

LocationPrimary Vaccination Site _ TEST1

Edit

DetailsRelatedAvailability

Location NamePrimary Vaccination Site _ TEST1

Event Type1Not Applicable

Scheduling Information

Display on Vaccine Site Locator1No

Appointment Phone1112-233-4455

Available Vaccine Brands

Address

Street Address1

Street Address 2

AccountDoNotUse - NotRealLoc 1

Appointment Scheduling Website1

Brand Override☐

Provider Website

Step 5 of 14: Change Location Name

Edit Training Team Vaccine Provider - Site 2

Location Name

Training Team Vaccine Provider - Site 2

Account

Training Team Vaccine Provider - Site 2

Event Type

Not Applicable

Scheduling Information

Display on Vaccine Site Locator

Yes

Appointment Scheduling Website

www.trainingsite.com

Appointment Phone

123456789

Brand Override

☒

Provider Website

Available Vaccine Brands

Available

Janssen Products, LP

Chosen

Moderna US, Inc.

Pfizer-BioNtech

Address

Street Address

1 fayetteville street

Street Address 2

City

Raleigh

County

Wake

State

North Carolina

Postal Code

27601

Provider survey for VaccineFinder Sites

Cancel

Save & New

Save

1. Edit **LOCATION NAME** to change the name that displays on the Vaccine Site Locator website

Note: do not update your linked account or Event type. The event type will be set to “Not Applicable” for your locations enrolled in the vaccination program, and receiving vaccine allocations, versus short- or long-term community event for pop-up vaccine clinics.


Audience

Healthcare
Location
Manager

Tips

The **LOCATIONNAME** field will have to be less than 80 characters.

Click **SAVE** to save any changes.



NC DEPARTMENT OF
HEALTH AND
HUMAN SERVICES

10

Step 6 of 14: ADD or REMOVE a Location from the Vaccine Site Locator Website

Edit Training Team Vaccine Provider - Site 2

Location Name

Training Team Vaccine Provider - Site 2

Event Type

Not Applicable

Scheduling Information

Display on Vaccine Site Locator

Yes

Appointment Phone

123456789

Available Vaccine Brands

Available

Janssen Products, LP

Chosen

Moderna US, Inc.
Pfizer-BioNtech

Address

Street Address

1 fayetteville street

City

Raleigh

State

North Carolina

Street Address 2

County

Wake

Postal Code

27601

Appointment Scheduling Website

www.trainingsite.com

Brand Override

☒

Provider Website

Account

Training Team Vaccine Provider - Site 2

Cancel

Save & New

Save

1. Select Yes to **DISPLAY ON VACCINE SITE LOCATOR** to *add* your site to the Vaccine Site Locator website
 - This should be checked if your location provides COVID-19 vaccines to the general public
2. Select No to **DISPLAY ON VACCINE SITE LOCATOR** to *remove* your site from the Vaccine Site Locator website
3. Click **SAVE**

Audience

Healthcare
Location
Manager

Tips

Only select No to **DISPLAY ON VACCINE SITE LOCATOR** if your location is a correctional facility, long-term care facility, or a location that is providing COVID-19 vaccines within a restricted group of recipients.

Click **SAVE** to save any changes.

Step 7 of 14: Change Scheduling Phone Number and Website

Edit Training Team Vaccine Provider - Site 2

*Location Name
Training Team Vaccine Provider - Site 2

*Account
Training Team Vaccine Provider - Site 2

*Event Type
Not Applicable

Scheduling Information

Display on Vaccine Site Locator
Yes

Appointment Phone
123456789

Appointment Scheduling Website
www.trainingsite.com

Brand Override
☒

Provider Website

Available Vaccine Brands

Available	Chosen
Janssen Products, LP	Moderna US, Inc.
	Pfizer-BioNtech

Address

*Street Address
1 fayetteville street

*City
Raleigh

*State
North Carolina

Street Address 2

*County
Wake

*Postal Code
27601

Provider survey for VaccineFinder Sites

Cancel Save & New Save

Enter at least one of the following:

1. A valid **APPOINTMENT SCHEDULING WEBSITE** link to your location's website
 - You should enter the full URL for the website where people can book appointments if applicable
2. A valid **APPOINTMENT PHONE NUMBER**
 - This should be a public phone number that people can call for appointments or information

Note: If you are using the scheduling feature in CVMS, you are not required to enter an Appointment Scheduling Website or Appointment Phone number.

*If you are NOT using the scheduling feature in CVMS, you must enter **AT LEAST ONE** of the two contact fields listed above. You may enter both if applicable.*

Audience

Healthcare
Location
Manager

Step 8 of 14: Identify Vaccine Brands Your Scheduling Location Is Administering (optional)

Edit Training Team Vaccine Provider - Site 2

*Location Name
Training Team Vaccine Provider - Site 2

*Account
Training Team Vaccine Provider - Site 2

*Event Type
Not Applicable

Scheduling Information

Display on Vaccine Site Locator
Yes

Appointment Scheduling Website
www.trainingsite.com

Appointment Phone
123456789

Brand Override
☒

Available Vaccine Brands

Available	Chosen
Janssen Products, LP	Moderna US, Inc.
	Pfizer-BioNtech

Address

*Street Address
1 fayetteville street

Street Address 2

*City
Raleigh

*County
Wake

*State
North Carolina

*Postal Code
27601

Provider survey for VaccineFinder Sites

Cancel Save & New Save

For primary locations, **CVMS will automatically select all vaccine brands for which you have inventory available.** CVMS will review and update inventory on the Vaccine Site Locator website daily at 5:00 AM and 5:00 PM so that it is in sync with the inventory available for this location.

If you prefer to **MANUALLY** manage the vaccine brands recipients will see, you can follow the instructions below:

1. Select the **BRAND OVERRIDE** checkbox
2. **EDIT** the **AVAILABLE VACCINE BRAND** field pick-list by using the left facing arrow to **DE-SELECT** the vaccine brands that will NOT be administered at your location
3. Continue with any other edits to your location and **SAVE**

Audience

Healthcare
Location
Manager

Tips

For more information on the **Brand Override** functionality, see the next slide of this user guide.

Step 9 of 14: Using the Brand Override Functionality

The screenshot shows a web form for brand override. At the top, there is a field for 'Appointment Phone' with the value '123456789'. To the right, a 'Brand Override' checkbox is checked. Below this, there are two columns: 'Available Vaccine Brands' and 'Chosen'. In the 'Available' column, 'Janssen Products, LP' is highlighted with a red box. A red arrow points from this box to the 'Chosen' column, where 'Moderna US, Inc.' and 'Pfizer-BioNtech' are listed. A 'Provider Website' field is also visible on the right.

- By selecting **BRAND OVERRIDE**, you will override CVMS' automatic COVID-19 vaccine brand selection based on your location's inventory and you will be responsible for ensuring that the **CHOSEN** brand(s) reflect what is available in this location's inventory on an on-going basis.
- If you decide that you no longer wish to override CVMS' automatic COVID-19 vaccine brand selections, **DE-SELECT** Brand Override to opt-out of the override feature.
- The system will then update your COVID-19 vaccine brands to align with the location's inventory daily at 5:00 AM and 5:00 PM.

The screenshot shows the Vaccines.gov website. The header includes the 'WE CAN DO THIS' logo, 'Vaccines.gov', navigation links for 'Home' and 'Find Vaccines', a language selector for 'Español', and the CDC logo. A banner at the top provides a phone number for help. The main content area shows 'We found 50 Providers' and 'Showing results for Moderna (age 18+), near 27609 within 25 miles'. A list of providers is shown, with the first entry being 'Harris Teeter Pharmacy #09700422', which is marked as 'In Stock' and is '0.18 miles' away. A map on the right shows the location of the provider in the Durham area.

Vaccine Site Locator Website - Recipient View:

When a vaccine brand is de-selected from the **CHOSEN** list, the location will not appear on the Vaccine Site Locator website when a recipient searches by the vaccine product.

Step 10 of 14: Complete Provider Survey (Optional)

New Location: Pop-Up Locations

Provider Survey for VaccineFinder Sites

Appointment Schedule Instructions
Please indicate between what hours your provider location offers vaccine appointments for each day of the week

Do you accept insurance?
Yes

Do you accept walk-ins?
Yes, We take appointments or Walk ins

Provide Support for Non-English Speaker?
Yes

Are you providing in-home vaccinations?
No

Participant Name ⓘ
Johnathon

Participant Email ⓘ
Hardwick

Pre Screen Web Address ⓘ
www.findmygroup.com

Language

Supporting Languages ⓘ

Available

- English
- Spanish
- French
- Chinese
- Portuguese
- German
- Japanese
- Korean
- Arabic
- Hindi

Chosen

Cancel Save & New Save

Complete the **PROVIDER SURVEY** for your vaccination location to share additional information with the public (optional):

1. **Do you Accept Insurance?**
2. **Do you accept walk-ins** (or only appointments)?
3. **Provider Support for Non-English Speaker?** If the answer is Yes, select the additionally supported languages (see next slide of this user guide)
4. **Are you providing in-home vaccinations?**
5. **Participant Name and Email:** this information will not be displayed on the website, but will serve as a point of contact if there are any questions from NCDHHS
6. **PreScreen Web Address:** enter the direct link to your organization or jurisdiction's pre-screener that is required to make an appointment (if applicable and different from the Appointment Scheduling Website)

Audience

Healthcare
Location
Manager

Tips

Hover over the circle information icon for additional guidance on how to answer each question.

Step 11 of 14: Select the Supported Languages (Optional)

New Location: Pop-Up Locations

Language

Supporting Languages ⓘ

Available

French

Chinese

Portuguese

German

Japanese

Korean

Arabic

Hindi

Italian

Other

Chosen

English

Spanish

If Other, Enter Supporting Language(s)

Appointment Schedule

Monday Start Time

--None--

Monday End Time

--None--

Tuesday Start Time

--None--

Tuesday End Time

--None--

Wednesday Start Time

--None--

Wednesday End Time

--None--

Thursday Start Time

--None--

Thursday End Time

--None--

Cancel


Save & New

Save

1. Select the **LANGUAGES** that you support at this location

Audience

Healthcare
Location
Manager



NC DEPARTMENT OF
HEALTH AND
HUMAN SERVICES

16

Step 12 of 14: Enter the Appointment Schedule (Optional)

New Location: Pop-Up Locations

Other

If Other, Enter Supporting Language(s)

Appointment Schedule

Monday Start Time

--None--

Monday End Time

--None--

Tuesday Start Time

--None--

Tuesday End Time

--None--

Wednesday Start Time

--None--

Wednesday End Time

--None--

Thursday Start Time

--None--

Thursday End Time

--None--

Friday Start Time

07:00 AM

Friday End Time

07:00 PM

Saturday Start Time

07:00 AM

Saturday End Time

07:00 PM

Sunday Start Time

07:00 AM

Sunday End Time

07:00 PM

Fields Required for locations using the Scheduling feature

CVMS Scheduling

☐

Start Date

Closing Date

Cancel

Save & New


Save

1. Enter the **APPOINTMENT SCHEDULE** (opening hours during which the public can receive a vaccine at your location)

Note: If you are using the scheduling feature in CVMS, you must also create the Availability Schedule on the Availability tab of the location.

Audience

Healthcare
Location
Manager



NC DEPARTMENT OF
HEALTH AND
HUMAN SERVICES

17

Step 13 of 14: Activate the Scheduling Feature of CVMS and Set Appointment Dates (Optional)

New Location: Pop-Up Locations

Other

If Other, Enter Supporting Language(s)

Appointment Schedule

Monday Start Time	Monday End Time
--None--	--None--
Tuesday Start Time	Tuesday End Time
--None--	--None--
Wednesday Start Time	Wednesday End Time
--None--	--None--
Thursday Start Time	Thursday End Time
--None--	--None--
Friday Start Time	Friday End Time
07:00 AM	07:00 PM
Saturday Start Time	Saturday End Time
07:00 AM	07:00 PM
Sunday Start Time	Sunday End Time
07:00 AM	07:00 PM

Fields Required for locations using the Scheduling feature

CVMS Scheduling ¹

☐

Start Date ¹

Closing Date ¹

Cancel Save & New Save

1. If your location will use the scheduling feature in CVMS, check the **CVMS SCHEDULING** box
2. Set the **START DATE** to be the first date for which you would like recipients to book appointments initially
3. Set the **CLOSING DATE** to be the last date for which you would like recipients to book appointments initially

Note: You can change the Start Date and Closing Date later, but recipients will be able to book appointments once the location is displayed on the Vaccine Site Locator website.

You can choose to display the location on the Vaccine Site Locator website later once you are ready for the location to be displayed.

Audience

Healthcare
Location
Manager

Tips

You will be able to check the CVMS Scheduling box only after the scheduling feature is enabled for your location. See the **CVMS Provider Portal Manage Appointment Scheduling User Guide** for more information about utilizing the scheduling feature in CVMS at

<https://covid19.ncdhhs.gov/step-9-invite-recipients-self-schedule-their-appointments-user-guide-0>

Step 14 of 14: Receive Confirmation of Changes

Once you are done editing, and have **clicked SAVE** to save the changes, a success notification will appear at the top of the screen.

It may take up to 7 business days for your changes to appear on Vaccines.gov. Contact the [NC Vaccines Help Desk](#) for assistance.

Audience

Healthcare
Location
Manager

Location "Training Team Vaccine Provider - Site 2" was saved.

HomeRecipientsAppointmentsLocationsBulk RegistrationVaccine InventoryVaccine MarketplaceMore

Location

Training Team Vaccine Provider - Site 2

Edit

DetailsRelatedAvailability

Location Name

Training Team Vaccine Provider - Site 2

Event Type

Not Applicable

Scheduling Information

Display on Vaccine Site Locator

Yes

Appointment Phone

123456789

Available Vaccine Brands

Moderna US, Inc.;Pfizer-BioNtech

Address

Account

Training Team Vaccine Provider - Site 2

Appointment Scheduling Website

www.trainingsite.com

Brand Override

☒

Provider Website

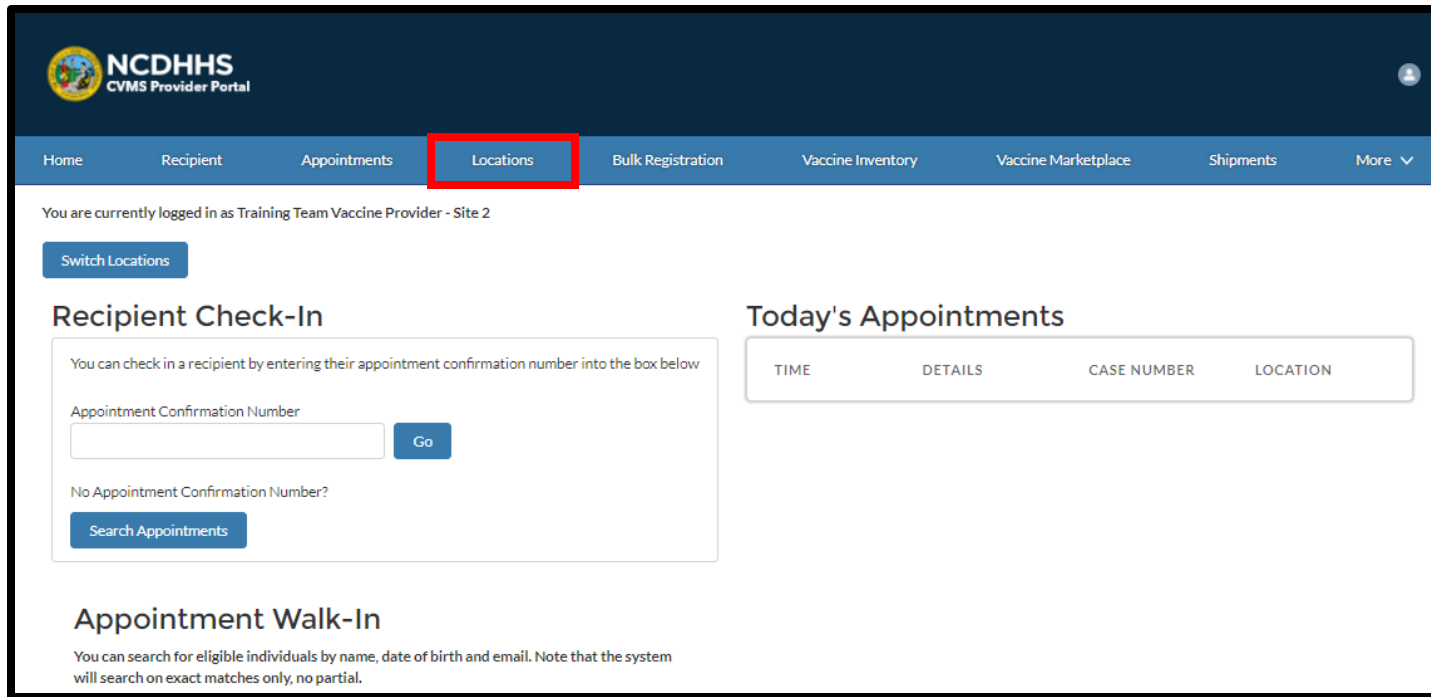
Create Pop-Up Community Vaccine Event Locations

Step 1 of 12: Navigate to the Locations Tab

If you organize a community COVID-19 vaccine event, you must add these locations to CVMS and display them on the Vaccine Site Locator website.

It can take up to 7 business days for your community vaccine event to show on <https://vaccines.gov>. The NCDHHS will need to manually register your location with the CDC to obtain a unique identifier. Only then will your location show on the Vaccine Site Locator website.

1. To begin, click on the **LOCATIONS TAB**



The screenshot shows the NCDHHS CVMS Provider Portal interface. The navigation bar at the top includes links for Home, Recipient, Appointments, Locations (highlighted with a red box), Bulk Registration, Vaccine Inventory, Vaccine Marketplace, Shipments, and a More dropdown menu. Below the navigation bar, the user is logged in as 'Training Team Vaccine Provider - Site 2'. The main content area is divided into two columns. The left column contains a 'Switch Locations' button and a 'Recipient Check-In' section with a text input for 'Appointment Confirmation Number' and a 'Go' button. The right column contains a 'Today's Appointments' section with a table header showing 'TIME', 'DETAILS', 'CASE NUMBER', and 'LOCATION'. At the bottom, there is an 'Appointment Walk-In' section with a text input for 'Search Appointments' and a 'Search Appointments' button.

Audience


Healthcare
Location
Manager

Tips

Adding your vaccine event to CVMS does not impact dose allocation, or where doses are shipped to.

Step 2 of 12: Click New

1. Click the **NEW** button



Home

Recipient

Appointments

Locations

Bulk Registration

Vaccine Inventory

Vaccine Marketplace

More

New

Enable Scheduling

Filter by Name

Filter by Address

Filter by Start Date

Filter by Closing Date

Location Name	Account	Address	Start Date	Closing Date
Walmart Store- UAT - Do Not Use	TestLoc_UAT1	3633 Clemmons Rd, Clemmons, North Carolina 27012-8725 336-293-1395		
Pop-Up Clinic	Training Team Vaccine Provider - Site 2	123 Test Dr, Raleigh, North Carolina 27609 555-555-5555		
Pop-Up Clinic	Training Team Vaccine Provider - Site 2	123 Test Dr, Raleigh, North Carolina 27609 111-111-1111		
Training Team Vaccine Provider - Site 2	Training Team Vaccine Provider - Site 2	1 fayetteville street, Raleigh, North Carolina 27601 123456789		

Audience

Healthcare
Location
Manager

Step 3 of 12: Name Your Location

New Location: Pop-Up Locations

Information

* Location Name

* Account

* Event Type

Scheduling Information

Display on Vaccine Site Locator

Appointment Scheduling Website

Appointment Phone

Provider Website

Available Vaccine Brands

Available: Janssen Products, LP, Moderna US, Inc., Pfizer-BioNtech

Chosen:

Address

* Street Address

* City

* State

Street Address 2

* County

* Postal Code

Cancel Save & New Save

1. Enter **LOCATION NAME** (location Name must be less than 80 characters)
2. Select an **ACCOUNT**
 - Select the provider account that the event is affiliated with. If your user ID is associated with multiple providers, you can select from those providers here

Audience

Healthcare
Location
Manager

Step 4 of 12: Select Event Type

New Location: Pop-Up Locations

Information

* Location Name
Pop-Up Clinic

* Event Type ⓘ
Short Term Community Event

* Account
Training Team Vaccine Provider - Site 2

Scheduling Information

Display on Vaccine Site Locator ⓘ
No

Appointment Scheduling Website ⓘ

Appointment Phone ⓘ

Provider Website

Available Vaccine Brands

Available
Janssen Products, LP
Moderna US, Inc.
Pfizer-BioNtech

Chosen

Address

* Street Address ⓘ

* City

* State
--None--

Street Address 2

* County
--None--

* Postal Code

Cancel Save & New Save

Indicate whether this location is a community vaccine event in **EVENT TYPE**.

1. Select **EVENT TYPE** from list

- Select “Short Term Event” if the location is a pop-up event that will run for less than 3 weeks
- Select “Long Term Event” if the location is an event that will run for 3 weeks or longer

Audience

Healthcare
Location
Manager

Step 5 of 12: Display your Location on the Vaccine Site Locator Website

New Location: Pop-Up Locations

Information

* Location Name
Pop-Up Clinic

* Account
Training Team Vaccine Provider - Site 2

* Event Type
Short Term Community Event

Scheduling Information

Display on Vaccine Site Locator
Yes

Appointment Scheduling Website
www.yourshot.com

Appointment Phone
555-555-5555

Provider Website
www.providerinfo.com

Available Vaccine Brands

Available
Janssen Products, LP
Moderna US, Inc.
Pfizer-BioNtech

Chosen

Address

* Street Address

* City

* State
--None--

Street Address 2

* County
--None--

* Postal Code

Cancel Save & New Save

1. Select **DISPLAY ON VACCINE SITE LOCATOR = YES**
 - Only select **DISPLAY ON VACCINE SITE LOCATOR = NO** if your location is a correctional facility, long-term care facility, or a location that is providing vaccines to a selected group of recipients
2. Enter a valid **APPOINTMENT SCHEDULING WEBSITE** link to your location's website
3. Enter a valid **APPOINTMENT PHONE NUMBER** for recipients to contact your location

Note: If you are using the scheduling feature in CVMS, you are not required to enter an Appointment Scheduling Website or Appointment Phone number.

*If you are NOT using the scheduling feature in CVMS, you must enter **AT LEAST ONE** of the two contact fields listed above. You may enter both if applicable*

4. Enter your **PROVIDER WEBSITE** for recipients to find more information on your location (optional)

Audience

Healthcare
Location
Manager

Step 6 of 12: Identify Vaccine Brands Your Scheduling Location Is Administering

New Location: Pop-Up Locations

Information

* Location Name
Pop-Up Clinic

* Account
Training Team Vaccine Provider - Site 2

* Event Type
Short Term Community Event

Scheduling Information

Display on Vaccine Site Locator
Yes

Appointment Scheduling Website
www.yourshot.com

Appointment Phone
555-555-5555

Provider Website
www.providerinfo.com

Available Vaccine Brands

Available	Chosen
Pfizer-BioNtech	Moderna US, Inc.
	Janssen Products, LP

Address

* Street Address

* City

* State
--None--

Street Address 2

* County
--None--

* Postal Code

Cancel Save & New Save

1. Select products in the **AVAILABLE** vaccine brand field pick list
2. Click on the Arrow pointing to the right to add them to the **CHOSEN** list to decide which brands recipients will see on the Vaccine Site Locator website

Audience

Healthcare
Location
Manager

Tips

For pop-up locations, the system will NOT automatically select vaccine product brands. **You will need to select all vaccine product brands to be displayed on the Vaccine Site Locator website manually.**

Step 7 of 12: Enter Address

New Location: Pop-Up Locations

Address

Street Address ⓘ

123 Test Dr

City

Raleigh

State

North Carolina

Street Address 2

County

Wake

Postal Code

27609

Provider Survey for VaccineFinder Sites

Appointment Schedule Instructions

Please indicate between what hours your provider location offers vaccine appointments for each day of the week

Do you accept insurance?

No

Do you accept walk-ins?

--None--

Provide Support for Non-English Speaker?

No

Are you providing in-home vaccinations?

No

Participant Name ⓘ

Participant Email ⓘ

Pre Screen Web Address ⓘ

Language

Supporting Languages ⓘ

Available

English

Spanish

Chosen

Cancel

Save & New

Save

1. Enter the Street Address, City, State, Postal Code, and County

Audience

Healthcare
Location
Manager

Tips

The **Address** is the location where you are vaccinating recipients; this is the address that will be displayed on the Vaccine Site Locator website (please do not enter the location’s shipping address).

After making changes, please connect to the Vaccine Site Locator website at <https://vaccines.gov> to check that the geolocation correctly identified your location’s address.

There will be a delay (up to 3 days) on syncing before your updated address is shown on the Vaccine Site Locator website.

Step 8 of 12: Complete Provider Survey (optional)

New Location: Pop-Up Locations

Provider Survey for VaccineFinder Sites

Appointment Schedule Instructions
Please indicate between what hours your provider location offers vaccine appointments for each day of the week

Do you accept insurance?
Yes

Do you accept walk-ins?
Yes, We take appointments or Walk ins

Provide Support for Non-English Speaker?
Yes

Are you providing in-home vaccinations?
No

Participant Name ⓘ
Johnathon

Participant Email ⓘ
Hardwick

Pre Screen Web Address ⓘ
www.findmygroup.com

Language

Supporting Languages ⓘ

Available

- English
- Spanish
- French
- Chinese
- Portuguese
- German
- Japanese
- Korean
- Arabic
- Hindi

Chosen

Cancel Save & New Save

Complete the **PROVIDER SURVEY** for your vaccination location to share additional information with the public (optional):

1. **Do you Accept Insurance?**
2. **Do you accept walk-ins** (or only appointments)?
3. **Provider Support for Non-English Speaker?** If the answer is Yes, select also supported languages (see next slide in this user guide)
4. **Are you providing in-home vaccinations?**
5. **Participant Name and Email:** this information will not be displayed on the Vaccine Site Locator website, but will serve as a point of contact if there are any questions from NCDHHS
6. **PreScreen Web Address:** enter the direct link to your organization or jurisdiction's pre-screener that is required to make an appointment (if applicable and different from the Appointment Scheduling Website)

Audience

Healthcare
Location
Manager

Tips

Hover over the circle information icon for additional guidance on how to answer each question.

Step 9 of 12: Select the Supported Languages (optional)

New Location: Pop-Up Locations

Language

Supporting Languages ⓘ

Available

- French
- Chinese
- Portuguese
- German
- Japanese
- Korean
- Arabic
- Hindi
- Italian
- Other

Chosen

- English
- Spanish

If Other, Enter Supporting Language(s)

Appointment Schedule

Monday Start Time: --None--

Monday End Time: --None--

Tuesday Start Time: --None--

Tuesday End Time: --None--

Wednesday Start Time: --None--

Wednesday End Time: --None--

Thursday Start Time: --None--

Thursday End Time: --None--

Cancel Save & New Save

1. Select the **LANGUAGES** that you support at this location

Audience

Healthcare
Location
Manager

Step 10 of 12: Enter the Appointment Schedule

New Location: Pop-Up Locations

Other

If Other, Enter Supporting Language(s)

Appointment Schedule

Monday Start Time

--None--

Monday End Time

--None--

Tuesday Start Time

--None--

Tuesday End Time

--None--

Wednesday Start Time

--None--

Wednesday End Time

--None--

Thursday Start Time

--None--

Thursday End Time

--None--

Friday Start Time

07:00 AM

Friday End Time

07:00 PM

Saturday Start Time

07:00 AM

Saturday End Time

07:00 PM

Sunday Start Time

07:00 AM

Sunday End Time

07:00 PM

Fields Required for locations using the Scheduling feature

CVMS Scheduling

☐

Start Date

Closing Date

Cancel

Save & New


Save

1. Enter the **APPOINTMENT SCHEDULE** (opening hours during which the public can receive a vaccine at your location)

Note: If you are using the scheduling feature in CVMS, you must also create the Availability Schedule on the Availability tab of the location.

Audience

Healthcare Location Manager

NC DEPARTMENT OF
HEALTH AND
HUMAN SERVICES

30

Step 11 of 12: Activate the Scheduling Feature of CVMS and Set Appointment Dates (Optional)

New Location: Pop-Up Locations


Other

If Other, Enter Supporting Language(s)


Appointment Schedule


Monday Start Time	Monday End Time
--None--	--None--
Tuesday Start Time	Tuesday End Time
--None--	--None--
Wednesday Start Time	Wednesday End Time
--None--	--None--
Thursday Start Time	Thursday End Time
--None--	--None--
Friday Start Time	Friday End Time
07:00 AM	07:00 PM
Saturday Start Time	Saturday End Time
07:00 AM	07:00 PM
Sunday Start Time	Sunday End Time
07:00 AM	07:00 PM

Fields Required for locations using the Scheduling feature

CVMS Scheduling 

☐

Start Date 

Closing Date 

Cancel Save & New **Save**

1. If your location will use the scheduling feature in CVMS, check the **CVMS SCHEDULING** box
2. Set the **START DATE** to be the first date for which you would like recipients to book appointments initially
3. Set the **CLOSING DATE** to be the last date for which you would like recipients to book appointments initially
4. Click **SAVE**

Note: You can change the Start Date and Closing Date later, but recipients will be able to book appointments once the location is displayed on the Vaccine Site Locator website.

You can choose to display the location on the Vaccine Site Locator website later once you are ready for the location to be displayed.

Audience

Healthcare
Location
Manager

Tips

You will be able to check the CVMS Scheduling box only after the scheduling feature is enabled. See the **CVMS Provider Portal Manage Appointment Scheduling User Guide** for more information about utilizing the scheduling feature in CVMS at <https://covid19.ncdhhs.gov/step-9-invite-recipients-self-schedule-their-appointments-user-guide-0>

Step 12 of 12: Confirmation

ALWAYS CLICK SAVE AFTER YOU ARE DONE

Once you are created the location and saved the changes, a success notification will appear at the top of the screen.

If your new location does not populate on Vaccines.gov within 7 business days, contact the [NC Vaccines Help Desk](#) for assistance.

Audience

Healthcare
Location
Manager

Location "Pop-Up Clinic" was created. X

HomeRecipientAppointmentsLocationsBulk RegistrationVaccine InventoryVaccine MarketplaceMore

Location Pop-Up ClinicEdit

DetailsRelatedAvailability

Location NamePop-Up Clinic

Event Type1Short Term Community Event

AccountTraining Team Vaccine Provider - Site 2

Scheduling Information

Display on Vaccine Site Locator1Yes

Appointment Phone1555-555-5555

Appointment Scheduling Website1www.yourshot.com

Provider Websitewww.providerinfo.com

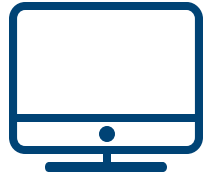
Available Vaccine BrandsJanssen Products, LP;Moderna US, Inc.

Address

Appendix

Location Management Overview

Users with a Healthcare Location Manager profile can list their information on the Vaccine Site Locator website (<https://vaccines.gov>).



1

As a Healthcare Location Manager, you can edit your location information that is displayed on the Vaccine Site Locator website (<https://vaccines.gov>).

You can also add new locations for community vaccine events that can be displayed on the Vaccine Site Locator website.



2

In the CVMS Provider Portal, you can click on the name of the location you wish to edit and then click on the edit button.

To create a new location for a community vaccine event, you can click on the new button.

Vaccine Site Locator Key Terms

**Public Location
Name**

The location name that appears on the Vaccine Site Locator website (<https://vaccines.gov>).

**Community
Vaccine Event**

Select Long-Term Events for recurring pop-up events (i.e., weekly). Select Short Term Events for one-time pop-up community vaccine events. For permanent locations, select 'Not Applicable'.

**Display on
Vaccine Site
Locator**

This field **MUST** have the value of YES to appear on the public Vaccine Site Locator website. Select NO if your location should NOT be listed. You should only ever set it to NO if you are only vaccinating a limited recipient population (e.g., long-term care facility, prison).

**Appointment
Scheduling
Website**

Enter the public facing website URL where people can schedule appointments or learn how to get vaccinated at your site. You can leave blank this field if you are using the scheduling feature in CVMS.

**CVMS
Scheduling**






Indicates that this location will use the scheduling feature in CVMS. This feature is optional.

CVMS Steps For Providers

- ✓ Step 1 - Register your organization
- ✓ Step 2 - Register each vaccine location and all prescribing providers who will administer vaccine
- ✓ Step 3 - Obtain NCID credentials
- ✓ Step 4 - Create user accounts for your organization's CVMS users
- ✓ Step 5 - Navigate the CVMS Provider Portal
- ✓ Step 6 - Receive and manage vaccine inventories
- ✓ Step 7 - Add locations to the find a vaccine location website
- ❑ Step 8 - Invite recipients to register in the COVID-19 Vaccine Portal
- ❑ Step 9 - Invite recipients to self-schedule their appointments (optional)
- ❑ Step 10 - Check-in recipients and document vaccination

Additional Notes

Key Items:

- **Hyperlinks** appear as light blue and will provide additional information or navigation.
- *** Asterisks** are used to denote required information.
-  A Toggle can be clicked to see selectable options.
-  A Pen can be clicked to make edits to the field.
-   Navigation Buttons can be clicked on to progress to the “next” or the “previous” step in a task.
-  A Pause button can be clicked if you wish to step away / and return to your form later. You will be prompted to review your previously entered data upon your return/ login.

Supported Web Browsers:

- Please use the latest version of Chrome, Firefox, Safari, or Edge Chromium browsers to access CVMS.
- For more information on supported browsers, see https://help.salesforce.com/articleView?id=getstart_browsers_sfx.htm&type=5
- Note: Internet Explorer and Edge (non-Chromium) browsers are not supported.

User Guide Change Log

Version	Date of Change	Changes Made	Author
1	03/12/2021	• Initial document	Kevin Kauffman, Kechia Scott, Kristin Clark
2	03/25/2021	• Added tip about Display Vaccine Site Locator field	Tabitha McKelvy
3	04/01/2021	• Update screenshots to add Available Vaccine Brand field to location record	Tabitha McKelvy
4	04/16/2021	<ul style="list-style-type: none"> • Updated screenshots and content to show Enable Scheduling and Display on Vaccine Site Locator dropdown • Added tip to set the Location Setting to Default 	Kevin Kauffman
5	05/17/2021	<ul style="list-style-type: none"> • Updated screenshots and content to show the scheduling dates being on the location details • Removed references to Location Setting 	Kevin Kauffman
6	06/11/2021	• Updated new location information to align with CDC Vaccine Site Locator	Kevin Kauffman
7	06/23/2021	• Updated order of new and edit location fields	Kevin Kauffman
8	07/12/2021	• New user guide format	Vanessa Kemajou
9	08/26/2021	• Help Desk references Updated	Kaitlin Gates
10	09/15/2021	• Help Desk hours updated	Kaitlin Gates
11	09/27/2021	<ul style="list-style-type: none"> • 7-9: Updated screenshots to reflet current tabs • 12, 25, 28-29: Indicated optional/mandatory fields 	Darrell Lee
12	12/17/2021	<ul style="list-style-type: none"> • 3, 5, 20: Adjusted titles to differentiate between permanent and pop-up locations • 6: Definition of permanently-enrolled location and pop-up location added • 10: Added steps to review Account and Event Type • 21: Updated title of slide to match action taken • 32: Added guidance to contact the help desk if location does not populate on website within the specified time 	Darrell Lee